



Diocese of Dunedin Health and Safety

Resources
for
Ministry Units

December 2016, Updated June 2022

Index

Section 1: Health and Safety Act

Section 2: Diocese of Dunedin Health and Safety Policy

Section 3: Health and Safety Checklist

Section 4: Accident Overview

Section 4a: Accident Form

Section 4b: Notifiable Illness, Injuries, Incidents

Section 5: Contractors and Subcontractors

Section 5a: Contractors Guideline

Section 5c: Contractors Agreement

Section 6: Electrical Testing and Tagging

Section 7: Emergency Notice

Section 7b: Evacuation Test Record

Section 8: Fire Safety Scheme

Section 8a: Site Map Example

Section 9: First Aid

Section 10: Hire of Facilities

Section 11: Lock Up and Key Holders

Section 12: Risk Management

Section 12a: Hazard Management Overview

Section 12b: Hazard Management Assessment Chart

Section 12b: Risk Management Assessment Chart

Section 12c: Hazard Identification Form

Section 12d: Slip, Trips and Falls

Section 12e: Slips Trips, Falls Checklist

Section 13: Smoking

Section 14: Training and Induction

Section 14a: Training Register

Section 15: Working Alone

Section 15s: Risk Assessment for Lone Working

Section 15b: Risk Assessment for Community Contact

Section 16: Working Bee.

For access to individual sections/templates to print (including Microsoft Word versions), visit <https://www.calledsouth.org.nz/health-safety/>

The on-line templates are current, any printed version may not have recent updates.

Health and Safety at Work Act 2015

(effective from 4 April 2016)

Implications for Parishes and Churches (Faith Communities)

This new legislation highlights the need for accountability and Health and Safety becomes the responsibility of all of us to ensure everyone within our Faith Community network is kept safe.

It is important that parishes know about the law and have systems in place to eliminate or minimise the risk of harm or injury. This manual sets out explanations and templates to assist with this.

The Diocesan Council of the Diocese has published a Health and Safety Policy and Guidelines. The policy is reproduced here please take the time to familiarise yourself with this Document (see Section 2). All of the templates are kept by the Registrar of the Diocese of Dunedin: they are available on the website <https://www.calledsouth.org.nz/health-safety/> with hard copies being available on request.

One of the changes from the previous Health and Safety Act 1992 to this Act is the definition of accountability within organisations. Please see below an explanation of the various roles.

Diocese – PCBU

Diocesan Council, Diocesan Registrar - Kaiwhakahaere, Deans, Archdeacons, Regional Deans
– **Officers**

Parish – PCBU

Parish Clergy, Vestry, Cathedral Chapter, Local Church Committee – **Officers**

Workers, Volunteers, Congregation, Contractors

Definitions:

PCBU (Person Conducting a Business or Undertaking)

The primary responsibility for health and safety now rests on a PCBU. Once you are classed as a PCBU you have legal obligations to all those covered by the Act, not just your employees.

Officers

An officer is a person or body who holds a very senior leadership position, the Act places a new duty on officers who significantly influence the management of the Church, to carry out due diligence to ensure the Parish meets its health and safety obligations. An officer can be held liable for failure to meet this duty.



Workers, Volunteers, Contractors and Congregation

A worker is a person who carries out any work for a PCBU including work as an employee, a contractor and volunteer. Please see separate section detailing information on contractors employed by a Parish or Local Church.

Congregations must comply so far as reasonably able with instructions that enable the PCBU to comply with the law and co-operate with any reasonable health and safety policy or procedure.



Diocese of Dunedin Health and Safety Policy

As a Diocese we will follow the best standards of practice in all our locations, including all parishes and ministry units, in relation to the health and safety of our lay workers, clergy, volunteers and visitors, and others who access and use our premises. It is our Christian obligation to care for all the peoples we encounter and tend to their wellbeing.

As a Diocese we will adhere to the following principles to ensure safe ministry.

1. Systematically identify and control risks to health and safety in our workplace by taking all reasonably practicable steps to eliminate or minimise those risks to prevent injury or damage.
2. Keep up to date and comply with all laws and regulations applicable to our workplaces and activities.
3. Develop and implement emergency and evacuation procedures.
4. Regularly review (at least annually) our safety management system and practices to ensure they are effective.
5. Include health and safety as a regular agenda item at all governance, management and staff meetings in order to identify health and safety improvements.
6. Ensure relevant health and safety information is provided to all workers, officers, volunteers and clergy.
7. Ensure all workers, officers, volunteers and clergy are fit for the task and receive the training and/or supervision they need to perform their work safely.
8. Notify a manager, warden or superior of current or impending health and safety issues or suggestions on how to improve health and safety.
9. Accurately report and record all workplace incidents and injuries and take all practicable steps to prevent them from recurring.
10. Actively involve workers in health and safety matters.
11. Take personal responsibility for a safe work environment.
12. Review this policy every two years.

Approved by Diocesan Council 13 December 2016, amended June 2023

HEALTH AND SAFETY CHECKLIST

- Has Vestry read the Diocesan Health and Safety Policy?
- Do you have a nominated Parish Health and Safety Person?
- Do you need to add anything to the manual to personalize it for your Parish?
- Is Health and Safety an agenda item at every Parish Vestry meeting?
- Is there communication on Health and Safety to all those who work and attend services at your Parish?
- Has someone been nominated to complete the Accident/Incident reporting form and send it to Worksafe NZ. Is it easily accessible?
- Do you have a register of regular contractors and have they completed the necessary forms for working on the Parish site?
- Has all electrical equipment been tested and tagged?
- Do you have a Health and Safety Noticeboard easily visible?
- Do you have the correct signs around the church premises: Emergency Evacuation Notice, exits, car parking
- When did you last practice an emergency evacuation? Is it recorded?
- Have you completed the Fire Safety Checklist?
- Is your trained Parish First Aid representative's certificate current and is your First Aid Kit readily accessible?
- Have you assessed any hazards and completed risk management and presented findings to Vestry (monthly task)?
- Are the necessary steps taken to advise all parties who hire the Parish facilities?
- Have you completed a Key Register?
- Are No Smoking signs in place and have you ensured that the policy has been brought to the attention to all who attend or use the Parish facilities?



- Are all staff up to date with any training necessary and is the Training Register maintained?
- Have staff been made aware of the Working Alone procedure?
- Have you noted the Working Bee example and the points contained therein?

Please note

- * **The Health and Safety Manual/Forms should be reviewed annually.**
- * **Ministry Units will be asked to provide their Health and Safety manual to the Property Officer for filing with the Diocesan Terrier.**
- * **Ministry Units will be asked to provide a copy of their accident register records for the previous year during the annual statistics round.**



ACCIDENT/INCIDENT MANAGEMENT

Incident Management involves recording and investigating any incidents that have occurred. These incidents may be accidents, incidents or near misses.

Note: the Accident/Incident Register must be kept for 5 years after the last entry.

ACCIDENT (Notifiable Event)

Any unexpected, unplanned or undesired event or circumstance that has a negative implication; it results in harm to people, loss of life (notifiable events), or damage to property.

NEAR MISS

An unexpected and unplanned event or series of events that did not result in injury, illness or damage to property, equipment, materials or the environment – but had the potential to do so under slightly different circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

INCIDENT

An event or series of events that has taken place or occurred which may or may not have resulted in a near miss or accident.

All incidents, including the near misses must be investigated and followed up. Research has proven that near misses, can be a precursor to an incident, and indicate that an incident is a higher risk with the potential for higher damage or more severe injuries.

RESPONSIBILITIES

The PCBU (Parish/Ministry Unit) is responsible for:

- Preventing accidents and injury by providing a safe environment as far as practicable
- Taking all reasonably practicable steps to ensure the appropriate forms are available for accident reporting – serious harm accidents must be reported in writing within 12 hours of the event occurring, to the Occupational Safety and Health Service of Worksafe NZ copied to the Diocesan Office
- Arranging appropriate First Aid and emergency care where required if an accident does occur
- Ensuring any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the requirements of the Health and Safety at Work Act 2015
- Acting as the health and safety representative, including liaison with the Diocese, which will lead in contacting Worksafe and/or ACC and with any investigation that may follow



ACCIDENT/INCIDENT FORM (also for use with *Near Miss* situations)

Name of organisation:

1. Particulars of Accident/Incident/Near Miss:

Date of occurrence:

Time:

Location:

Date reported:

2. The Injured/Affected/Involved Person:

Name:

Address:

Phone Number:

If an injury has occurred, please confirm the type of injury:

☐ Bruising

☐ Dislocation

☐ Strain/sprain

☐ Scratch/abrasion

☐ Internal

☐ Fracture

☐ Amputation

☐ Foreign body

☐ Laceration/cut

☐ Burn/scald

☐ Chemical reaction

☐ Other (specify)

Injured part of body:

Comments:

3. If any property has been damaged, please confirm details:

Property or material damaged:

Nature of damage:

Object/substance causing damage:


4. The Accident/Incident/Near Miss:

Describe what happened:

If this involved a vehicle, please add a drawing of the accident scene on a separate page.

Analysis:

What caused the accident/incident/near miss:

How serious was it/could it have been?

☐ Minor

☐ Serious

☐ Very Serious

How likely is it that this could happen again?

☐ Not likely

☐ Moderately likely

☐ Very likely

Prevention:

What action has or will be taken to stop another occurrence like this happening?

Tick items already actioned. Write on the next page if you need more space.

ACTION	TICK	BY WHOM	WHEN

5. Treatment and Investigation of Accident/Incident/Near Miss:

Type of treatment given: _____

Name of person giving first Aid: _____

Doctor/Hospital: _____

Occurance investigated by: _____ Date: _____

Diocese advised: ☐ Yes ☐ No Date: _____

6. Pastoral Care by Church:

Signature of person completing form: _____

Date: _____



Diocese of Dunedin

Notifiable Illnesses, Injuries and Incidents

These definitions and examples are taken from the WorkSafe website: [What events need to be notified? | WorkSafe](#)

What is a notifiable illness or injury?

- These are specified serious work-related illnesses or injuries.
- All injuries or illnesses which require a person to be admitted to hospital for immediate treatment are notifiable.
- The other types of injuries and illnesses that also require notification are set out in the following table (Table 1).

Table 1: Notifiable injuries and illnesses^[1]

TRIGGER	EXAMPLES
An injury or illness that requires (or would usually require) the person to be admitted to hospital for immediate treatment	‘Admitted to a hospital’ means being admitted to hospital as an in-patient for any length of time – it doesn’t include being taken to the hospital for out-patient treatment by a hospital’s A&E department, or for corrective surgery at a later time, such as straightening a broken nose.
The amputation of any part of the body that requires immediate treatment (other than first aid)	Amputation of: <ul style="list-style-type: none"> • a limb (e.g. an arm or leg) • other parts of the body (e.g. hand, foot, finger, toe, nose, ear).
A serious head injury that requires immediate treatment (other than first aid)	<ul style="list-style-type: none"> • fractured skull • a head injury that results in losing consciousness • blood clot or bleeding in the brain • damage to the skull that may affect organ or facial function • a head injury that results in temporary or permanent memory loss.
A serious eye injury that requires immediate treatment (other than first aid)	<ul style="list-style-type: none"> • injury that results in, or is likely to result in, the loss of an eye or vision (total or partial) • injury caused by an object entering the eye (e.g. metal fragment, wood chip)



	<ul style="list-style-type: none"> • contact with any substance that could cause serious eye damage. • Does not include: • exposure to a substance or object that only causes discomfort to the eye.
--	---

A serious burn that requires immediate treatment (other than first aid)

A burn that needs intensive or critical care such as a compression garment or skin graft.

Does not include:

- a burn treatable by washing the wound and applying a dressing.

A spinal injury that requires immediate treatment (other than first aid)

- injury to the cervical, thoracic, lumbar or sacral vertebrae, including discs and spinal cord.
- Does not include:
- back strain or bruising.

Loss of a bodily function that requires immediate treatment (other than first aid) (e.g. through electric shock or acute reaction to a substance used at work)

Loss of:

- consciousness (includes fainting due to a work-related cause e.g. from exposure to a harmful substance or heat)
- speech
- movement of a limb (e.g. long bone fractures)
- function of an internal organ
- senses (e.g. smell, touch, taste, sight or hearing).

Does not include:

- fainting not due to a work-related cause
- a sprain, strain or fracture that does not require hospitalisation (except for skull and spinal fractures).

Serious lacerations that require immediate treatment (other than first aid)

- serious deep cuts that cause muscle, tendon, nerve or blood vessel damage, or permanent impairment
- tears to flesh or tissue – this may include stitching or other treatment to prevent loss of blood or bodily function and/or the wound getting infected.

Does not include:

- superficial cuts treatable by cleaning the wound and applying a dressing
- lacerations that only require a few stitches from a GP's office
- minor tears to flesh or tissue.



Skin separating from an underlying tissue (degloving or scalping) that requires immediate treatment (other than first aid)

- skin separating from underlying tissue where the tendons, bones, or muscles are exposed.

Contracting a serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor including any infection due to carrying out work:

- with micro-organisms
- that involves providing treatment or care to a person
- that involves contact with human blood or bodily substances
- that involves handling or contact with animals, their hides, skins, wool or hair, animal carcasses or waste products or
- that involves handling or contact with fish or marine mammals.

- diseases caught from animals (e.g. leptospirosis) or
- *E. coli* infections
- Legionnaire's Disease caught from working with soil, compost or potting mix.

An injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance (a natural or artificial substance in any form e.g. solid, liquid, gas or vapour)

Burns from skin exposure or inhalation of toxic chemicals that require medical treatment.

An illness or injury declared in regulations to be a notifiable injury or illness

Any illness or injury listed in Schedule 5 of the Health and Safety At Work (Mining Operations and Quarrying Operations) Regulations 2016.

In this table:

- 'Medical treatment' is considered to be treatment by a registered medical practitioner (e.g. a doctor).
- 'Immediate treatment' is urgent treatment, and includes treatment by a registered medical practitioner, registered nurse or paramedic.
- If immediate treatment is not readily available (e.g. because the injury happened at a remote site), the notification must still be made.



What is a notifiable incident?

A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to:

- a substance escaping, spilling, or leaking
- an implosion, explosion or fire
- gas or steam escaping
- a pressurised substance escaping
- electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
- the fall or release from height of any plant, substance, or thing
- damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or any shoring supporting an excavation
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- a collision between two vessels, a vessel capsize, or the inrush of water into a vessel
- any other incident declared in regulation to be a notifiable incident, for example those listed in:
 - regulation 6 of the Health and Safety At Work (Asbestos) Regulations 2016
 - Schedule 5 of the Health and Safety At Work (Mining Operations and Quarrying Operations) Regulations 2016
 - regulation 33 of the Health and Safety At Work (Major Hazard Facilities) Regulations 2016
 - regulation 70 of the Health and Safety at Work (Petroleum Exploration and Extraction) Regulations 2016.

1. Notifiable incidents do not include controlled activities that form part of the business or undertaking (e.g. the controlled release of water from a dam).
2. A notifiable incident is where someone's health or safety is seriously endangered or threatened.
3. People may be put at serious risk even if they were some distance from the incident (e.g. from a gas leak).
4. A notifiable incident also covers the incidents specified above which may have only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death.



CONTRACTORS AND SUB-CONTRACTORS

Health and Safety considerations when dealing with contractors:

- Has the nature of the project and the type of contractors that will be required be clearly identified?
- Does the contractor know and understand the organisation's safety, health and environmental policies and practices?
- Have all environmental hazards and health and safety hazards associated with the contracted activity been identified and communicated to the contractor? (See Site Plan and Hazard Identification).
- Does the contractor carry adequate insurance against his/her own liabilities?
- Have suitable arrangements been made for the disposal of waste products, effluents and similar?

The extent of control required for contractors and subcontractors will be dependent on the level of risk relating to the type of work being performed:

Low risk: e.g. person replacing the water cooler, photocopier

- **Contractor to complete and sign Site Induction information sheet**

Medium risk: e.g. trades people, repairs and maintenance

Contractor to complete:

- **Site Induction information sheet**
- **Approved licences/permits sited by Parish Designated Person**

High risk: e.g. major construction work

Contractor to complete:

- **Site Induction information sheet**
- **Approved licences/permits sited by Parish Designated Person**
- **Formal safety management plan** to be submitted by contractor
- **Contractors agreement** to be completed

Seek professional advice during the planning stages of the project, well before work is commenced.

CONTRACTORS - GUIDELINE

Specifics	Work Type	Contractors Safety Plan	Permit licence/ Cert of competence	Site Induction Instructions	Contractors agreement
Phones	Low risk	Not required	Not Required	Required	Not Required
Photocopier	Low risk	Not required	Not Required	Required	Not Required
IT	Medium risk	Not Required	Required	Required	Not Required
Electrical	Medium risk	Not Required	Required	Required	Not Required
Plumber	Medium risk	Not Required	Required	Required	Not Required
Major construction work	High risk	Required	Required	Required	Required



SITE INDUCTION AND ACKNOWLEDGEMENT per Contractor

Name of Site:

Contractor's Name:

Company:

Date:

INSTRUCTIONS	SIGNATURE
Entering and departing <ul style="list-style-type: none"> Please sign in and out when entering the premises 	
Fire Emergency Procedure <ul style="list-style-type: none"> In the case of a fire, please follow the fire evacuation procedures found Ensure all exit areas remain clear at all times 	
Hazard Register <ul style="list-style-type: none"> While you are on the premises, you are required to adhere to all hazard controls in the hazard register. I have a copy of the site map 	
Accident and Incident <ul style="list-style-type: none"> I/We agree to take full responsibility for myself and employees during the term of this contract/ job I/We have a cell phone in case of emergency 	
Site Specific Risks <ul style="list-style-type: none"> I/We have been informed of all site specific risks 	

I hereby acknowledge that I have been inducted in all the above.

Signed:



CONTRACTORS AGREEMENT

(High Risk Contracting)

Full Name:

Position:

Company Name:

Company Address:

To: _____ (Name of contractor)

Re Contract for: _____

To comply with the Health and Safety at Work Act 2015, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor to provide the following information.

1. Health and Safety Management Plan that includes:

- Safety policy
- Hazards and the risk management controls
- Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. In particular:

- Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate.
- The Parish Designated Person is to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace.
- All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required in the Health and Safety at Work Act 2015 are to be reported to the Parish Designated Person.
- All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.



3. Before commencing work on our premises, all contractors must ensure that any workers, subcontractors or any other individual of the contractor, on our premises are conversant with Induction on Site, Permit to Work:

- Emergency procedures (to be followed in the event of an emergency)
- Safety rules and procedures
- Hazards which have been identified and the hazard controls.

4. We as _____ (Church name), agree to abide by the submitted safety policy and retain the right to inspect the contract operation at any time to ensure all safety procedures and rules required by the Church are being followed.

Contractor's Name: _____

Contractor's Signature: _____

Date: _____

Contact Phone: _____



ELECTRICAL TESTING AND TAGGING

Testing and Tagging is the process of checking all electrical tools, leads and appliances which plug into a wall socket to ensure that our facilities remain safe for all users of the equipment.

Should an accident take place, or a person be put at risk, while an untagged appliance is in use, WorkSafe NZ may take action in terms of a safety audit or prosecution. Further to this, if there is an incident, insurance companies may deny any claims made, due to the fact that regulations were not adhered to at the time the incident occurred.

Office equipment must be checked on a five yearly cycle

Parish Kitchen appliances must be checked on a yearly cycle

There will be a cost per item and you will need to source your own local service provider.

An Asset and Results Register is maintained by the contractor.

Please note this does not apply to Church houses.

EMERGENCY EVACUATION

IF YOU DISCOVER A FIRE / NEED TO EVACUATE:

**WARN OTHER BUILDING OCCUPANTS
PHONE EMERGENCY SERVICES:**

The emergency is at: _____

Street Addresss, Suburb, City

DIAL 111

For Ambulance, Fire or Police

WHEN WARNED OF AN EMERGENCY:

**LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST
EXIT WHICH IS:**

YOUR ALTERNATIVE EXIT IS AT:

ASSEMBLE AT:

WALK - DO NOT RUN

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN**

**IN THE CASE OF A FIRE DO NOT EXTINGUISH UNLESS THERE
IS NO DANGER TO YOU OR ANYONE ELSE**



FIRE SAFETY - EVACUATION SCHEME

Parishes who have a gathering together, for any purpose, of 100 or more persons must prepare an evacuation scheme which should be submitted online for approval through the NZ Fire Service Website.

This requirement comes from the Fire Safety and Evacuation of Buildings Regulations 2006 and is contained in the Fire Services Act of 1975.

In the event of a major incident – fire, earthquake etc. the following evacuation procedure should be followed:

1. Have a means of warning other building occupants e.g. whistle
2. All occupants should leave the building immediately using the nearest exit and meet at the assembly point. Remember to walk not run
3. Ensure assistance is given to persons with a disability
4. Phone Emergency services – Dial 111 (from a safe place)
5. Do not attempt to extinguish the fire
6. Stay at the assembly point until the all clear has been given

NB: This Evacuation Scheme should be updated yearly.

CHECKLIST:

Please note that not all of the following items in this checklist will be appropriate for every Parish.

- Evacuation practises should take place every six months.
- All escape routes should be clear of obstructions
- All smoke and fire doors should be able to move freely in good working order and not held open by non-complying devices (e.g. wedges, hooks)?
- Ensure all Emergency Evacuation notices and exit signs are in place and visible in every building
- Exit doors should open easily without the use of a key when the building is occupied
- All smoke alarm batteries should be checked regularly
- All fire alarms and automatic fire detection units should be checked regularly
- Are all fire hose reels in good condition – The Fire Service Revisions Building Code and Approved Document 2001 has removed the requirement for buildings to be fitted with fire fighting hose reels as per Archdeacon Trevor Harrison.
- All fire extinguishers should be in good condition and not visually or physically obstructed – see over
- Has a fire blanket been installed in the Parish kitchen? (see over for information)

Fire Extinguishers

Fire extinguishers must be checked by the Parish Health and Safety Warden every six months to ensure they are fully charged (fully charged extinguishers are in the green margin). Therefore they should only be replaced when they fail to hold the charge or have been used. Extinguishers do not have to be checked by an outside service provider providing you have submitted and had an evacuation scheme approved by the NZ Fire Service.

It is recommended that fire extinguishers be dry powder only, wet type extinguishers create a hazard.

Fire Blankets

Fire Blankets are ideal for settings where small Class F fires are a risk such as in kitchens or wherever oils or fats are exposed to potential ignition. They can also be used if a person's clothing has caught fire.

A Fire Blanket cuts off a fire's supply of oxygen, smothering it either permanently or until more effective fire-fighting equipment can be employed.

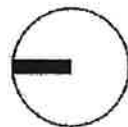
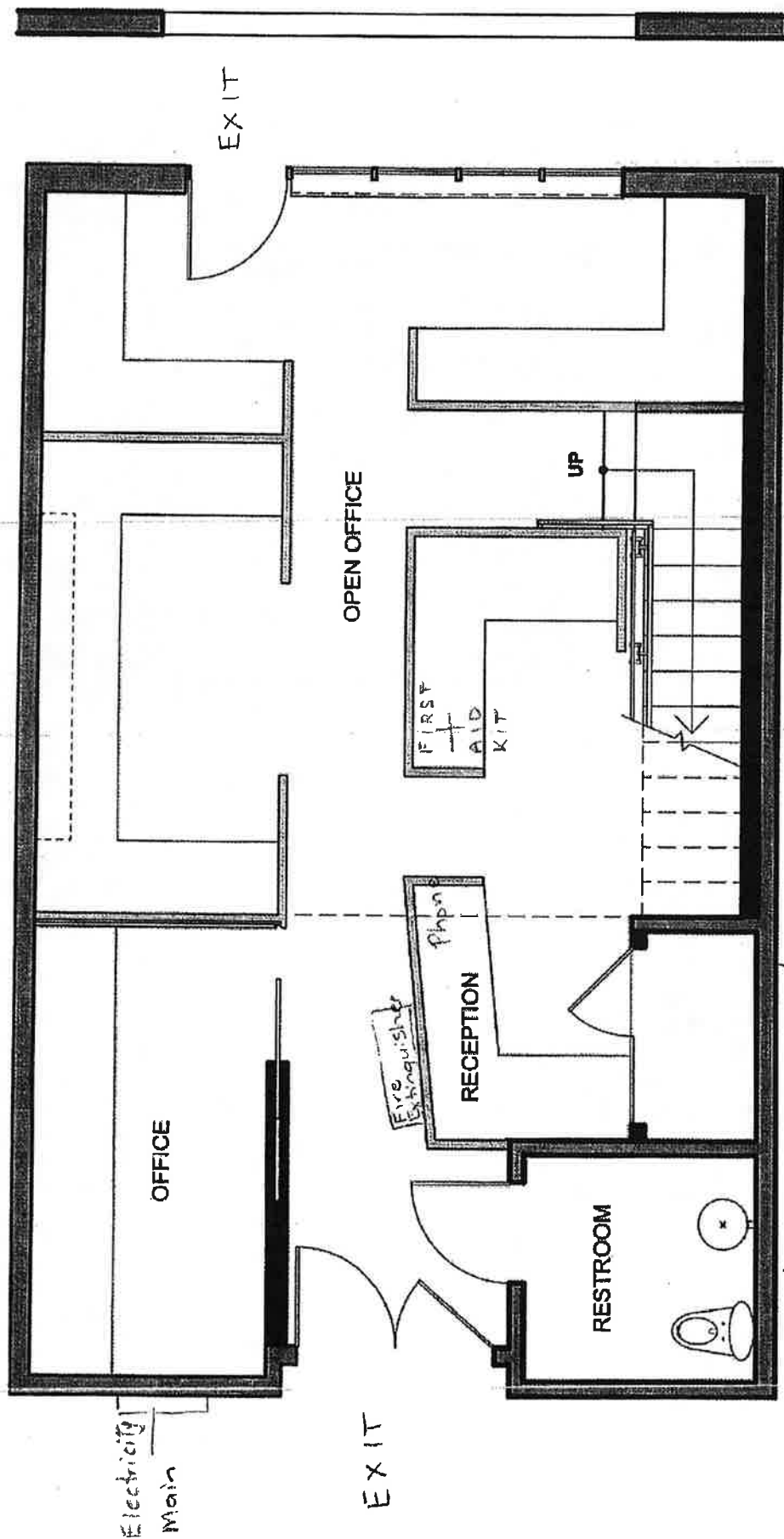
Note: Fire Blankets are not designed for re-use! It is essential that you dispose of your Fire Blanket once it has been employed.

For supply: contact **Wormald** who offer two different sizes of Fire Blankets.

Alternatively, they are available at [Mitre Ten](#) and [Bunnings](#).

Example of Building Plan

ASSEMBLY
POINT



LEVEL ONE (LOWER LEVEL)

GAS

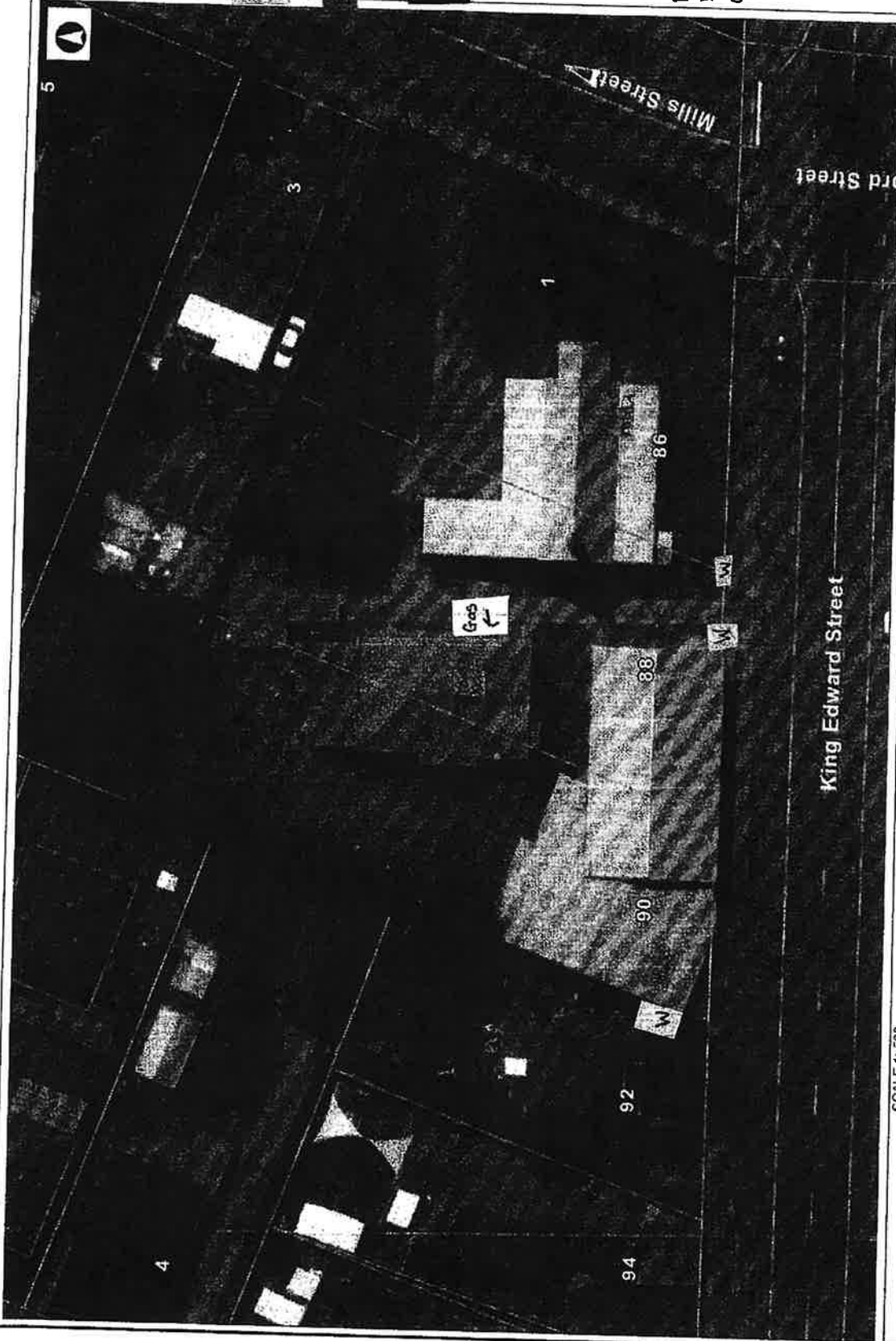
WATER

EMERGENCY CONTACT 111 or 999

All Saints' Church Complex

Property Map

Date Printed: 25-July-2016



Legend
Land Parcel Boundaries
Layers

Gas
shut off

Water

Power
Main

Assembly
Point

Emergency
Contact 111

Rev Peter
Barleyman
027 2185 454

25.4
SCALE 1: 500
0

Meters
Projection: NZGD_2000_New_Zealand_Transverse_Mercator

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XPLOER
Taranaki Regional

FIRST AID

To ensure safe, consistent and immediate care is given when first aid may be required in your Parish or Church complex.

The Governing body in the Parish is responsible for:

- Ensuring appropriate first aid supplies are accessible and provided by your faith community.
- Having someone hold a current first aid certificate or other equivalent qualification (see assessment section below).
- Ensuring the Incident/Accident Register is completed in the event that first aid is administered.

Assessment:

In assessing what first aid infrastructure (people with a First Aid certificate and/or trained in the use of CPR) is required, the Governing Body should consider:

1. **The nature of activity carried out** on church premises and its risks (What do you know of common mishaps or accidents that have taken place previously? Anything that takes place which is risky/could cause an accident?).
2. **The physical size and location** of church premises (Large vs small complex? Distance from emergency services, medical centre or hospital? Nearest defibrillator?).
3. **The number and composition of people** in the location (Large vs small numbers? Any children or older people with complex needs? Any known disabilities, pre-existing medical conditions or health concerns with the people who gather there?).

You may or may not decide to have people trained in administering first aid after you have considered the points above.

In choosing who to undergo this training, consider who is most likely to be present at times when this may be required i.e. during worship services or other activities. It may be that a clergy person or Warden is the most appropriate person to undergo some training.

If you do not have anyone on site, have a clear plan about what to do if there is an accident or medical emergency e.g. dial 111, know who may be able to assist in a particular gathering of people, know and signpost where the nearest defibrillator is kept. For a basic first aid course/refresher, see <https://youtu.be/ErxKDbH-iil> (please note, this on-line course gives basic awareness but does not replace in-person training).

Encourage people to let you know if there is any health concern they have which might result in an incident or accident.

Design of First Aid kits

First aid kits can be any size, shape or type, but each kit should:

- be clearly labelled 'First Aid Kit'. Most kits have a white cross on a green background
- have a list of what is in the kit, and
- be made of material that will protect the contents from dust, moisture and contamination.

First Aid Kits are widely available, including from Warehouse Stationery, refer www.warehousestationery.co.nz

See Appendix 1: First Aid Kit Suggested Contents

Location of kits, including in vehicles

First aid equipment should be easy for people to access, ideally within minutes in an emergency or when doing work with a high risk of injuries.

Where there are separate areas (for example, more than one building on a site or more than one floor in a building) there should be a first aid kit in each area.

Emergency floor plans or site maps displayed in the workplace should show where the first aid kits are located.

Use first aid signs to clearly show the location of first aid equipment and first aid rooms.



Above: Example of first aid signs showing the location of first aid equipment or rooms

You must provide a portable first aid kit in the vehicles of mobile workers if that is their workplace (for example people engaged in pastoral visitation or travel as part of their work routine). The kit must be located in a secure place within the vehicle, where it will not move and cause injury or damage in a collision.

Medication in first aid kits

If you choose to provide pain relief medication like aspirin or paracetamol in first aid kits, be aware that these can make certain people (such as pregnant women) ill.

Pain relief medicine in a work first aid kit should only be in pack sizes which are available when purchased over the counter as General Sale or Pharmacy Only medicines. Keep pain relief medicine in the manufacturer's original pack as this will have all the relevant information about correct dose, precautions/warnings, batch number and expiry date.

This medicine can only be given by someone who is medically trained to do so, otherwise it should only be self-administered by the person who requires it (that is, they choose to take it themselves).

Maintaining and restocking first aid kits

It is good practice to nominate a person to maintain the first aid kits. The person should:

- monitor usage of the kit and ensure items are replaced as soon as practicable after use.
- at least once every 12 months, ensure the kit contains a complete set of the required items. An inventory list should be kept in the kit and signed and dated after each check.
- ensure items are in working order, are within their expiry dates, and sterile products are still sealed.

For more information, see: <https://www.worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/first-aid/>

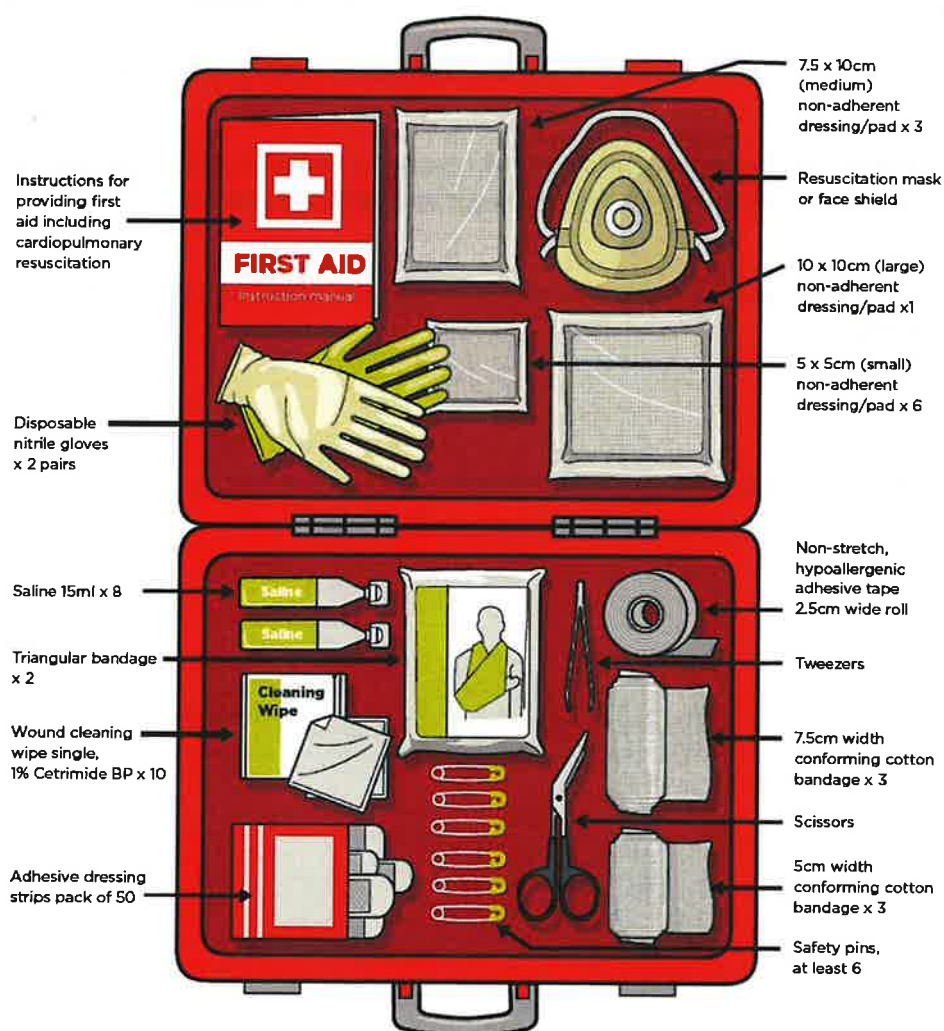


Appendix: First Aid Kit Contents

Kits should contain basic equipment for attending to injuries, such as:

- cuts, scratches, punctures, grazes and splinters
- soft tissue sprains and strains
- minor burns
- broken bones
- eye injuries, and
- shock.

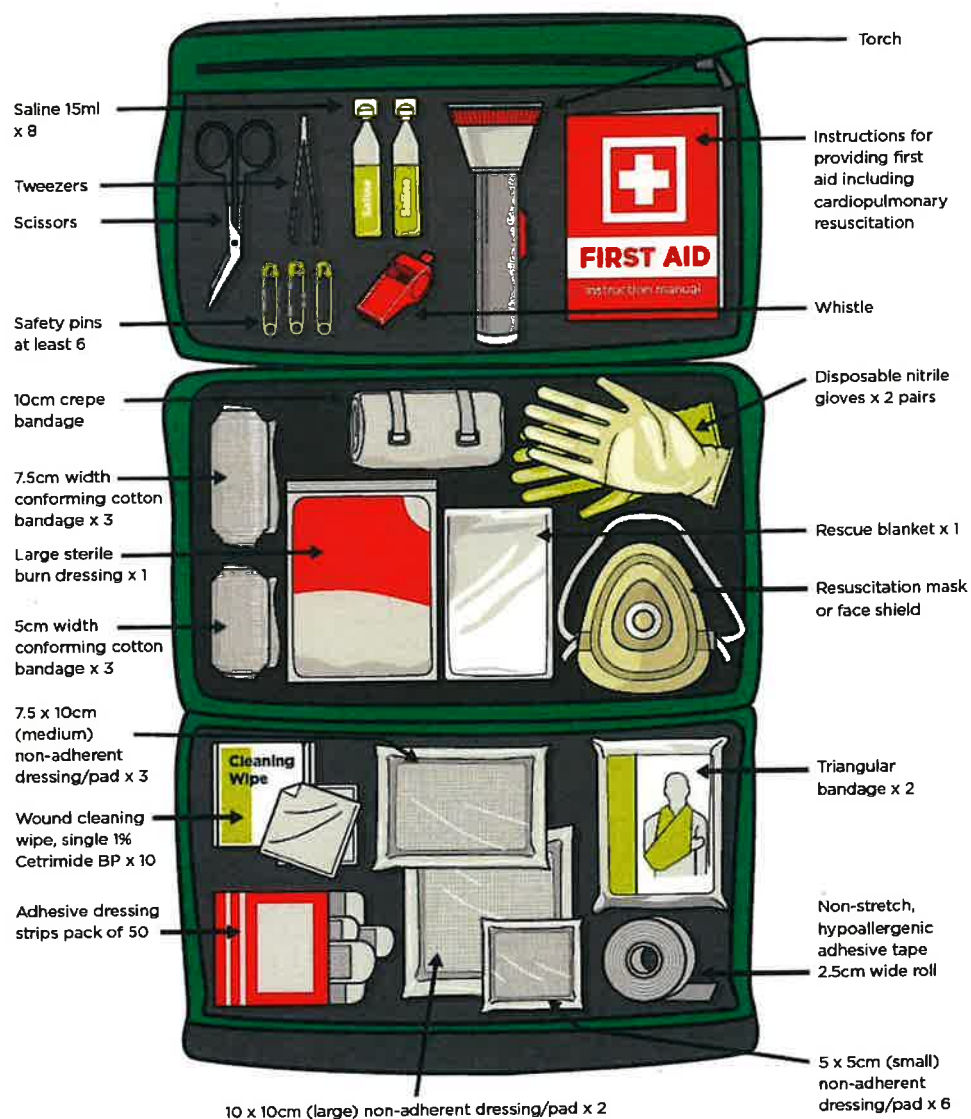
Figure 1 shows the suggested contents of a first aid kit. You may also want to consider including a small notebook and pen to record things such as dates, times, observations, equipment used.



Remote workers

If you have workers in remote or isolated locations, you must provide them with a basic first aid kit (described on the previous page) as well as extra first aid equipment if required.

Figure 2 shows some extra contents for a first aid kit for remote or isolated workers. You may also want to consider including a small notebook and pen to record things such as dates, times, observations, equipment used. This is a suggestion only – the actual contents will depend on the nature of the work carried out and its risks.





HIRE OF PARISH FACILITIES

I / We acknowledge that we are aware of the potential hazards / Health & Safety issues on this site, (Name of site).....

and have a copy of the site map.

I / We agree that all reasonable and practical steps will be taken for meeting the Health and Safety requirements of our function during the term of this hire.

I / We will undertake to turn off all the appliances/ heaters/ lights and lock the doors and windows upon exit.

I/ We have a cell phone in case of emergency.

I/ We have our own insurance cover in case of damage.

Signature(s):

Date:

Evacuation:

In case of evacuation, there is a Safety Warden Jacket and whistle located at:

.....

The assembly point is located at:

Lock up and Key Holders

To provide for the security and safety of premises, confidential material and workers when locking up.

All approved key holders have a responsibility to ensure the premises are unlocked on arrival and securely locked when leaving.

If you are the person unlocking the building for an event or Service BE SURE to UNLOCK the EXIT doors.

Key Tags are to be identified only with a return address to:

Check

- Put away any microphones that were used.
- Turn off the projector, computers, overhead fans and any other used electronic equipment and lock away.
- Everyone is out.
- All lights and heaters are switched off.
- Confidential material is removed from desk tops and secured.
- Ensure all windows are locked.
- Ensure all exterior doors are locked.
- On exiting, check surroundings.

NEVER duplicate the key.

Do not lend the key without prior approval.

If someone needs a key, they need to contact the Church Administrator/Regional Dean/Person in Charge of the Parish.

As a key holder, I have read and agree to these conditions:

Signed:..... Date:

[illegible]



Risk Management Assessment

Risk management is about keeping your workers and visitors safe by following processes to assess risks and hazards in Parish centres. To better manage risk, Parish centres should be thinking more broadly and not just spotting hazards. This means thinking about the cause of a harmful event, the likelihood it will occur and the consequence if it does.

If there is a high risk of something occurring, the Parish Centre must show what actions they have taken to identify, assess, eliminate or minimise.

Managing Risk

- Ensure all relevant workers and Health and Safety Representatives participate in the Risk Management process
- Encourage all workers and visitors to report any hazards and problems before an incident occurs
- Make sure any person carrying out any step in the risk management process has the necessary skills and experience to do so

To decide what is 'reasonably practicable' to protect people from harm consider:

- How likely is the hazard or risk to happen?
- What degree of harm the hazard or the risk might cause?
- How much is known about the hazard or risk?
- Ways to eliminate or minimise the risk?



Hazard Management and Identification

Health and Safety law has one fundamental aim – to prevent harm to anyone. Hazards are to be identified and all reasonably practicable steps are to be taken to eliminate, isolate or minimise any harm that could come from them.

This is a regular process and hazards need regular review. A Hazard Register (see template 12c) is imperative to identify, record and review the hazard management in your building. Accountability must be shown and plans and dates made to complete action.

Proactively identifying significant hazards must be done on a regular basis.

Revision of the Hazard Register should be addressed regularly as part of the Health and Safety discussion at Vestry, Church Committees. Chapters and Archdeaconry meetings.

Some examples of hazards in Faith Communities might be:

- Doors – are all exit doors clear and signage clearly visible.
- Exit signs – make sure these are prominent.
- No Exit signs – place these signs on doors which do not have outside access.
- Trip hazards – steps, uneven ground, cables.
- Aisles/Walkways – keep clear of any items and chairs.
- Candles – Potential fire risk*
- Infection Control – Hand gel, have available at altars and in body of Church.
- Communion Chalice – wash in boiling water. Avoid dipping wafers into wine.
- Ladders – make sure ladders are always locked away. Have a second person present when in use.
- Lighting – check this is adequate in all areas.
- Hazardous and Dangerous Substances – compile a list and ensure these are stored in securely locked cupboards.
- Recycling and rubbish – Bins should be clear of all buildings.
- Grounds – check all vehicle accesses are clearly marked.
- Stages – be aware of hazards in this area.
- Fire – Evacuation notices in place. Escape routes clear. Doors able to be opened. Fire blanket in kitchen or other areas where risk if fire (or any areas where candles used). Assembly point location on all PowerPoint presentations and pew sheets.

*Note that some churches use beeswax candles instead of tallow due to the risk that tallow candles are cancer inducing.

Risk Management Assessment Chart

(The format of this Risk Management Chart is used by NZ Police in reporting to the Department of Internal Affairs)

Risk Identified	Likelihood	Impact	Mitigation Strategy	Risk level after Mitigation
Evacuation process	Low	Medium	Clear announcements / instructions H & S Officer present – High Visibility Vest Caregivers advised to look after elderly / infirm Building cleared, Assembly Point advised Emergency Service called	Low
Cleaning / Flower Roster people	Low	Medium	Carry a cell phone at all times Work in pairs (if practicable) Let someone know where you are Lock doors if in building alone, especially at night	Low
Working Bee	Low	Medium	Project reviewed by H & S Officer Safety gear H & S Officer on site (see Working Bee resource)	Low
Medical Event	Low	Medium	Assess situation Dial 111 Emergency Services Check that the site address is displayed Stay on phone to give information to Emergency Service\	Low

See overleaf for your own Faith Community use

Section 12b

Risk Identified	Likelihood	Impact	Mitigation Strategy	Risk Level after Mitigation

HAZARD IDENTIFICATION

HAZARD IDENTIFICATION

To ensure that hazards are identified and all reasonably practicable steps are taken to eliminate, isolate or minimise harm. Date:

BUILDING:

HAZARD IDENTIFICATION

[illegible]

To ensure that hazards are identified and all reasonably practicable steps are taken to eliminate, isolate or minimise harm. Date:

BUILDING:

HAZARD IDENTIFICATION

[illegible]

To ensure that hazards are identified and all reasonably practicable steps are taken to eliminate, isolate or minimise harm.

BUILDING:

HAZARD IDENTIFICATION

[illegible]

To ensure that hazards are identified and all reasonably practicable steps are taken to eliminate, isolate or minimise harm. Date:

BUILDING:

HAZARD IDENTIFICATION

[illegible]

To ensure that hazards are identified and all reasonably practicable steps are taken to eliminate, isolate or minimise harm.

BUILDING:

HAZARD IDENTIFICATION

[illegible]

To ensure that hazards are identified and all reasonably practicable steps are taken to eliminate, isolate or minimise harm. Date:



Keeping Ourselves Safe: Slips, Trips and Falls

We have noticed over the past year there have been several incidents where people have slipped, tripped or fallen, either at home or on/near church premises.

We may pray that God would keep ourselves and those we love safe, but we also need to take responsibility for this as well.

Slips, trips and falls can happen to anyone of any age, but as we get older, these can have a significant impact. So, what can we do?

Psalm 91 (Good News Bible)

¹Whoever goes to the LORD for safety, whoever remains under the protection of the Almighty, ²can say to him, "You are my defender and protector. You are my God; in you I trust." ³He will keep you safe from all hidden dangers and from all deadly diseases. ⁴He will cover you with his wings; you will be safe in his care; his faithfulness will protect and defend you.

Individuals

Keep an eye out for the following in the environments that you move about in:

- Poor housekeeping/messy areas
- Ground clutter, including mats/rugs
- Unstable surfaces
- Uneven or slippery floor surfaces
- Lack of signage (in public spaces)
- Poor lighting



- Unmarked changes in floor levels
- Damaged flooring
- Lack of/not using handrails

If you can do something about any of these, sort them out before they literally trip you up. If you can't, identify who can you talk to or ask for help from.

In your own home, you may benefit from an assessment from a community occupational therapist or other health professional. They can advise you on what you may need to adjust or modify at home, or if there are simple alterations you can make or equipment you can borrow or buy that will make things safer for you.

Talk to your GP or other health professional and ask if you may be eligible for an assessment.

What else you can do

- Keep your work and access areas clear
- Take time to tidy as you work
- Pay attention to your surroundings
- Put any tools you are using away
- Wear suitable footwear with good grip
- Keep areas well-lit
- Identify and make safe any hazards around you e.g. holes, access hatches
- Use mechanical lifting aids rather than carrying heavy or unwieldy loads that block the view ahead. If you don't have anything you can use to assist you, don't try to do that task!
- Use cordless tools where possible. If you need to use cables for temporary lighting or power tools, run the cables at a high level
- Improve the design of the environment/site e.g. install handrails



- Communicate with others around you about hazards
- Allow extra time when conditions are slippery
- Check your path is clear before carrying loads and make sure you can see over and around your load
- Treat slippery surfaces with stone or grit, depending on the conditions
- Consider using a ramp for any changes in level. Where this is not possible, use signs to warn people to look out for a level change

All of us can stop and take stock of what we are planning to do. Ask yourself:

- What will I be doing?
- What are the hazards?
- What equipment and plant do I need?
- How can I get hurt?
- What if something unexpected happens?



Preventing slips, trips and falls

The best preventive action that any of us can take is to keep active, maintaining our strength and resilience so that we are less likely to fall and have unwelcome injuries. ACC have a particular focus on [preventing falls for over 65 years olds](#). They also have suggestions for [strength and balance activities for older people](#).

Have a look at [online videos for exercising at home](#) including [Steady As You Go videos from Age Concern](#)

Before you do any of the exercises in the videos and/or resources, please make sure you've read these health and safety recommendations:



- Wear suitable footwear such as sneakers or a firm fitting flat-soled shoe
- Have a phone in close reach
- Use something stable, such as a kitchen bench or sturdy chair for support
- Make sure you have plenty of space around you to complete your exercises
- Drink plenty of water to stay hydrated, either during or after exercise. Have a closed drink bottle nearby, avoid having cups or glasses that can spill easily near you
- Try and breathe normally whilst doing the exercises
- Feeling slight muscle soreness the next day is normal and just shows you've worked the muscles hard
- If any of the exercises cause pain in your joints or muscles, stop immediately. Check you're doing the exercise correctly and try again. If pain persists, leave that exercise out until you've sought advice
- If you experience chest pain, severe shortness of breath or severe dizziness, stop immediately and contact your healthcare provider.



Churches

Take slips, trips and falls seriously and make sure that it is on your radar to keep an eye out for anything that may cause someone to slip or trip. We recommend adding a Health and Safety Risk Assessment to your annual property inspections: you may find this [Slips, Trips and Falls Checklist](#) helpful.

Don't forget that a significant hazard may not be on your property, but immediately outside e.g. uneven footpaths, (invisible) height changes from a public footpath to your premises. If you see these, contact your local authority and see what they can do to fix this.

There may be other hazards that appear at certain times of the year that you need to take into consideration e.g. black ice spots or excessive mud.



Sources:

1. Site Safe Te Kaitiaki o Haumarū: https://www.sitesafe.org.nz/guides--resources/practical-safety-advice/slips-trips-and-falls/?gclid=Cj0KCQjwqoibBhDUARIsAH2OpWi8GuobBkSrYgPkJ4F6Q-iOgZlpC1lrVExUp8XhlcAjsWJomxweD4aAs7IEALw_wcB
2. Worksafe Mahi Haumarū Aotearoa: <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
3. ACC: <https://www.acc.co.nz/preventing-injury/trips-falls/>

Slips, Trips, Falls Checklist



Anglican
Diocese of Dunedin
www.calledsouth.org.nz



Church-Faith Community:	
Person Doing Assessment:	
Date:	

How to use this checklist

Complete the list and refer to examples/guidance to assess risks. Make sure you regularly look at your environments, paying particular attention to floors, stairs. Lighting, tasks, personal protective equipment (if used), housekeeping (cleanliness and cleaning methods). **Make sure you consider conditions at different times of the day and different seasons of the year.**

Risk Assessment: Place a tick in the box if any of these risk factors are present or note what you see in your environment.

Slips – Common Hazards	Examples	YES
Inappropriate Floor Surfaces	Deep carpet, slippery flagstones, slippery floor finishes	<input type="checkbox"/>
Fluid on floors	Areas near external doors subject to weather, kitchen areas (near sinks, urns, dishwashers), slippery (oil) slicks outside	<input type="checkbox"/>
Ramps – too steep or with slippery surfaces	Slippery external timber ramp, painted concrete surfaces	<input type="checkbox"/>
Inadequately drained floors in wet areas	Toilets, kitchen, food prep areas	<input type="checkbox"/>
Sudden changes in floor surfaces	Carpet to polished wood, vinyl to tiles, asphalt to another surface.	<input type="checkbox"/>
Growth over floor surfaces	Moss on external pathways, mould on bathroom floors	<input type="checkbox"/>
Inappropriate footwear	Observe that people have trouble on surfaces when in usual footwear e.g. high heels	<input type="checkbox"/>
Your comments (when and where is it happening?)		

Trips – Common Hazards	Examples	Yes
Internal floor surfaces?	Broken tiles, worn floor coverings, loose mats, uneven floor surfaces, poorly maintained access routes.	<input type="checkbox"/>
External access?	Uneven or loose paving, footpaths poorly maintained, car parks in poor condition.	<input type="checkbox"/>
Inappropriately stored items	Cleaning equipment in a walkway, other equipment blocking or restricting access.	<input type="checkbox"/>

Slips, Trips, Falls Checklist



Untidy and hazardous areas	Materials or other clutter on floors, overflowing waste bins, clothing or body parts catching on protrusions	<input type="checkbox"/>
Steps and Stairs	Steep or slippery, uneven steps, lack of handrails, poor lighting.	<input type="checkbox"/>
Your comments (when and where is it happening?)		

Falls – Common Hazards	Examples	YES
Inappropriate step stools	Using chairs, overturned crates or boxes	<input type="checkbox"/>
Unsuitable chairs or seats	Damaged chairs, using other objects as chairs-to sit on, chairs with standard castors on vinyl floors	<input type="checkbox"/>
Step heights	Jumping or taking long step from one level to another	<input type="checkbox"/>
Material stored at height	Stored too high – requires ladders or steps to access,	<input type="checkbox"/>
Unstable or inappropriate ladder steps	Chair used as a ladder, straight ladder used on smooth surface	<input type="checkbox"/>
Your comments (when and where is it happening?)		

Environmental Factors	Examples	YES
Lighting	Poorly lit areas and walkways, sudden changes in lighting levels between areas, lighting that is poorly directed (shadows on steps or stairs)	<input type="checkbox"/>
Other factors	(excessively) Cold or hot environments, no electricity, wet, slippery, or icy conditions.	<input type="checkbox"/>
Your comments (when and where is it happening?)		

Controlling Risks

Action Required	Person Responsible	Completion date	Review date	Action Completed



SMOKING – PROCEDURE

To comply with legislative requirements and to ensure the health of visitors and workers a No Smoking Procedure has been adopted.

- All buildings which public have access to within the Faith Community complexes are smoke free zones.
- Appropriate **No Smoking** Signs should be in place in all buildings





TRAINING AND INDUCTION

Ensure new staff and volunteers are instructed as follows:

- Ensure workplace/workstation has necessary equipment and features for health and safety
- Introduce Parish Health & Safety Warden
- Process for reporting potential and existing hazards and solving H & S issues.
- Location and use of Accident/Incident Investigation worksheet
- Copy of Hazard Identification for workplace
- Location of safety equipment e.g. First Aid kit
- Assembly point location
- Keys
- Lock up procedure
- Training Needs identified (annual performance appraisals and team meetings are opportunities to identify training needs)
- Police Check required?

WORKING ALONE

To ensure the health, safety and welfare of workers and volunteers while working alone and /or outside conventional hours, at a Parish complex or in the community.

- Worker/Volunteers are aware of responsibilities?
- Adequate lighting?
- Security lighting?
- Parking near workplace?
- Phone / Cell phone available at all times in case of accident, illness or emergency?
- Emergency numbers clearly displayed?
- First Aid Kit on site?
- Place the furniture in the office so that the staff member or volunteer faces the door, if practicable.
- Have an escape route/plan.
- Lock the door if working at night (you do not need to open it to unknown callers)
- Carry out a risk assessment if working alone off site (community visit) – see below.

The worker/volunteer must:

- Schedule higher risk tasks when another person is present and capable of helping in an emergency e.g. working at height, using potentially dangerous machinery or equipment.
- Let someone know where they are and how long they should be.
- Carry a cell phone must.

List other considerations particular to the work place:

Violence /Robbery

- The first concern should be for your **own safety**.
- Remain calm.
- Co-operate – give the offender what they want. Life is more important than money.
- Dial 111 and ask for the Police.

Other resources:

Section 15a: Risk Assessment for Lone Working

Section 15b: Risk assessment for Community Contact



Risk Assessment for Lone or Home Working

Complete this risk assessment and share it with Wardens or other relevant people.

Name: _____ Location of Lone Working Situation: _____
Date of Assessment: _____

- | | |
|---|--|
| Do you ever work in an office or at home alone? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you work outside "normal" working hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have adequate security provisions at the entrance to your office or home*? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there poor access to the building? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you work in a confined space with only one entrance/exit? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

* Visibility of visitors e.g. door peep hole, security-screen doors, alternative (safe) entrance, alternative escape route

Do you have any existing safety measures in place?

- | | | | |
|---|--|--|--|
| Do you have web cameras or other devices for viewing or speaking to guests? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have any communication (e.g. emergency text) systems that you know someone will respond to? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have any entrance security systems (swipe access, quick release locks) | <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have access to information/training about basic safety? (see overleaf) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there security lighting around entrances? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have knowledge-skills on deescalating a tricky situation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you use reporting/checking in systems? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Anything else you have? (Note below) | |
| Do you have a personal startle alarm and know how to use it? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

If "yes" to any of the above, provide details here:

In your opinion, are your safety systems adequate?

- ☐ Yes
☐ No

If "No", note what modifications or actions are needed below:



Modifications/Actions:

Further Information and Resources:

Suzy Lamplugh Trust <https://www.suzylamplugh.org> in their "Help and Advice" tag have personal safety advice and Personal Safety and Lone Working Tools, including apps and other devices.

Royal College of Nursing has information on Personal Safety when working alone. Much of this advice can be translated into your own setting: <https://www.rcn.org.uk/-/media/royal-college-of-nursing/documents/publications/2016/september/005716.pdf>

Diocese of Dunedin Website Health and Safety page <https://www.calledsouth.org.nz/health-safety/> : Has a link to a personal safety video produced by the Suzy Lamplugh Trust: <https://youtu.be/ApfYPvVEDSY>

Safelet NZ <https://safelet.co.nz/> have a Personal Safety Alarm. The Diocesan Office may be able to assist in funding for this.

Safety Alarms – a range of these are available and will make a noise when pulled from a key chain or something else e.g. Sabre alarm <https://www.fitness.net.nz/sabre/>, personal alarms from Etsy https://www.etsy.com/nz/market/personal_alarm or Mitre 10 <https://www.mitre10.co.nz/shop/quell-personal-panic-alarm/p/386972>. Purchase of one of these is a legitimate work expense you can claim back.

Ten Personal Safety Tips for your everyday life: From (US Based) Safe Streets: <https://youtu.be/4myMBdBNxwQ>



Risk Assessment for Community Contact

This should be completed prior to all Community Contacts

Is the person/family known to you or the Church?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there known child protection issues, or are they a vulnerable adult?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do they or anyone in the family have a history of violence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do they or anyone in the family have a history of mental illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are they males between the ages of 15-30 or are there males of this age in the family?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do they/the family live in a high-risk area/neighbourhood or isolated location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do they or anyone in the family known to misuse drugs or alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is there a possible risk from other occupants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Can you get out of the environment quickly if you need to?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

Are there any other factors to be considered?

Inappropriate or impulsive behaviour	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Domestic violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Potential for violent behaviour/use of weapons	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Paranoid/persecutory ideas/signs of anger/frustration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Dangerous dogs/pets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Visits after 4pm in winter months or adverse weather	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
General Environmental Hazards (unsafe access, clutter etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Transport Issues i.e. safety within cars with a person	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Person's communication/comprehension	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

If "yes" to any of the above, provide details here:

Please examine your answers carefully. In your opinion:



Can you visit this person safely on your own?

☐ Yes ☐ No

☐ **Unsure**

IF YES Ensure you have a process in place for safety with a designated person and make sure you leave with them the following information:

- The names of all people making the visit (yourself and anyone else)
- Time of departure
- Time of visit
- Transport arrangements (car details)
- Name and address of person being visited
- Phone number (if applicable)
- Expected time of return

IF NO OR UNSURE

Handle this very carefully and involve others in your decision to visit (or not) e.g. discuss with a Warden, Archdeacon or another person you trust, talk with others who know family/person for information; visit in pairs, log in with a safety person before and after the visit, take your phone, revise personal safety techniques i.e. how to get away; arrange visits in a safe place with others around, contact the Police for advice, telephone the person to assess if the visit feels safe – or not, provide an alternative way of helping/supporting them e.g., a phone call, meeting at a café or other public venue

Have a discussion with others before initiating any of the above examples and keep a note of what happened.

NB. A history of violence remains the highest single risk factor in predicting future violent behaviour.

Notes/Action/Outcomes: Date.....

--



Working Bee

Working Bee Guidelines:

1. To ensure the Working Bee is safely completed and compliant with H & S issues.
2. That approval is initially sought from the Person in Charge and a Warden (or designated H&S Vestry member) within each Parish regarding any proposed working bee.
3. That a Working Bee risk assessment is undertaken that considers the specific risks associated with the planned Working Bee.
4. That the Working Bee plan (based on the Checklist below) and risk assessment is presented to Vestry.
5. That the Person in Charge and Warden or designated H&S Vestry member \ are responsible for the implementation of the Working Bee plan and risk assessment.
6. That a Working Bee plan and risk assessment is signed off by a Warden (or designated H&S Vestry member) at the conclusion of the task(s).



Diocese of Dunedin Working Bee Checklist:

Preparation:

- Work to be done?
- Sufficient people?
- Correct tools for task?
- Special protective gear required?
- Specialist tradespeople needed?
- Length of time each task will take?
- Equipment Training needed? e.g. cherry picker
- Rubbish disposal?
- Police Vetting needed?
- Supervision of children needed?
- Food and refreshments?
- Cancellation – how will this be communicated?

Risk Assessment - note any issues identified below:

--

On the Day:

- Person in Charge and H & S Warden in the Parish present for the implementation of the Working Bee
- Cell phone available?
- Briefing for Volunteers? Include: Task outline, thanks, safety requirements including hazards, first aid kit location, who is first aid trained, Incident reports.
- Volunteers fit for task?
- Ensure volunteers understand what is required
- Regular breaks scheduled?
- Sunscreen available if working outside?
- H & S Warden to consult, co-operate and co-ordinate with volunteers during the day

Risk Assessment - note any issues identified below:

--



End of Day:

- Debrief for Volunteers?
- Review practices
- Record how improvements can be made for next time (continuous improvement is key)
- If any incident has occurred record in Incident/Accident Register

Notes from reviewing the day.

Date:

Completed:

Signed: _____

Person in Charge of Parish

(Health and Safety) Warden

